



woven

A step by step  
guide to  
applying for  
adaptations to  
your home.

ADAPTATIONS

# Adaptations

Adaptions can make a major difference to the suitability of your home, bringing improvements in safety, independence and accessibility.

Most adaptation works will need the assessment of an occupational therapist.

## Assessment

If you require physical changes to your home, perhaps due to health issues or changing circumstances, you should speak in the first instance to your GP and explain any difficulties you are experiencing. Your GP can refer you to an Occupational Therapist (OT) who is able carry out an assessment.

## Recommendations

Once you have had an Occupational Therapist (OT) assess your needs, they will determine the level of eligibility for adaptations and, where necessary, will make a written recommendation to Woven (the Association).

Recommendations might include a need for hand rails, toilet frames, shower seats or door entry systems. In some cases it might involve significant adaptations; ramps or stair lifts.

## Process

We will assess the recommendations to determine the most appropriate course of action to address your needs. In certain circumstances, where requirements are substantial, you might be asked to consider a transferring to a more suitable property. Usually, it will involve work to improve your home.

## **Legal and Statutory Requirements**

Depending on the work involved, we may require a technical survey of your home to make sure that the requested work is feasible. As your adaptation is funded by the Department for Communities (DfC) from public funds, we will produce sketch plans of the proposed work, based on the most cost efficient solution, to meet your needs. We will write to you and advise of the consultant appointed to survey your property.

Once we are fully satisfied that the required work is feasible, we will forward plans for your OT approval. On receipt of your OT approval that the plans meet your needs, we will then apply for necessary statutory approvals which may, in some cases, involve Planning Permission and / or Building Control.

When all required statutory approvals have been received, we will seek prices from contractors to carry out the work. We will then write to you and advise you of those contractors who have been asked to price the work and who may call with you to inspect your property. Following this, we will advise which contractor has been successful and been awarded your work.

The contractor should contact you within an agreed time to discuss the work, start date and how long the work will take.

If any unexpected problems arise during the work, our Asset Management Team should be contacted immediately and made aware of the situation to discuss with you how to best address the situation.

## **Completion**

On completion, we will inspect the work to ensure that it has been completed satisfactorily.

The OT will be advised that work has been completed.

# Timescales

Due to the tailored nature of work to address individual needs, it is not possible to give a specific length of time for adaptations.

We will advise tenants individually on the timescales associated with their adaptation work and will update them accordingly.

If you require further information or have questions relating to adaptations, please contact us.

## Do you require this information in an alternative format?



This leaflet can be viewed or ‘listened to’ on our website in the language of your choice by using the ReachDeck toolbar:

We also work with Language Line to offer an interpreting service, where needed.



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